

**STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION**

**SOCIAL AND COMMUNITY SERVICES DIRECTOR**

**I. INTRODUCTION**

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future professional supervisory positions located within the Department Health and Family Services which function as the director of social and community services at the Central Wisconsin Center for the Developmentally Disabled or Sand Ridge Secure Treatment Center. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future. Rather, it is designed to serve as a framework for classification decision-making in this occupational area.

Classification decisions must be based on the "best fit" of the duties within the existing classification structure. The "best fit" is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses professional supervisory positions located within the Department of Health and Family Services which function as the director of social and community services at the Central Wisconsin Center for the Developmentally Disabled or Sand Ridge Secure Treatment Center. Positions allocated to this classification supervise and direct social services and community services programs within the institution; and meet the statutory definition of supervisor as defined in Wis. Stats. 111.81(19). Positions in this classification are also responsible for program planning, policy and procedure input and development, budget development, and supervision of staff within their respective program area.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions located outside of the Department of Health and Family Services or positions which do not function as Social and Community Services Directors.
2. Positions which do not meet the statutory definition of supervisor as defined in Wis. Stats. 111.81(19).

3. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions within this classification by competitive examination.

## **II. DEFINITIONS**

### **SOCIAL AND COMMUNITY SERVICES DIRECTOR**

Positions allocated to this level include: (1) Director of Community and Social Services, Central Wisconsin Center for the Developmentally Disabled: This position supervises and directs the community services, social services, and special administration programs for the institution; and (2) Director of Community and Social Services, Sand Ridge Secure Treatment Center: This position administers and directs the Supervised Release Program for patients committed under WSS Chapter 980 and directs the social work and client rights programs for the institution.

## **III. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

## **IV. ADMINISTRATIVE INFORMATION**

This classification specification was originally created in August 1994. The class spec was modified effective August 8, 2004 and announced in Bulletin OSER-0047-MRS-SC to reflect the allocation of a position at the Sand Ridge Secure Treatment Center, the removal of reference to an allocation for a position at the Northern Wisconsin Center (due to the closure of the center), and the change in title of the Central Wisconsin Center to its current title of Central Wisconsin Center for the Developmentally Disabled.

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